

Action Verbs for Resumes

The following are action verbs for use in preparing your resume. Use caution not to overuse these verbs.

Communications/People Skills:

Addressed, advertised, arbitrated, arranged, articulated, authored, clarified, collaborated, communicated, composed, convinced, corresponded, developed, directed, discussed, drafted, edited, elicited, explained, expressed, formulated, furnished, incorporated, influenced, interacted, interpreted, interviewed, involved, joined, judged, lectured, marketed, mediated, moderated, negotiated, observed, outlined, participated, persuaded, presented, promoted, proposed, reconciled, recruited, referred, reinforced, reported, resolved, solicited, specified, spoke, suggested, summarized, translated, wrote.

Creative skills:

Acted, adapted, began, combined, composed, conceptualized, condensed, created, customized, designed, developed, directed, drew, entertained, established, fashioned, formulated, founded, illustrated, initiated, instituted, integrated, introduced, invented, modeled, modified, originated, performed, planned, revised, revitalized, shaped, solved.

Data/Financial Skills:

Administered, adjusted, allocated, analyzed, appraised, assessed, audited, balanced, budgeted, calculated, computed, conserved, corrected, determined, developed, estimated, forecasted, managed, marketed, netted, planned, prepared, programmed, projected, qualified, reconciled, researched, retrieved.

Helping Skills:

Adapted, advocated, aided, answered, arranged, assessed, assisted, clarified, coached, collaborated, contributed, cooperated, counseled, demonstrated, educated, encouraged, ensured, expedited, facilitated, guided, insured, motivated, provided, represented, simplified, supported, volunteered.



QuickTips

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Management/Leadership Skills:

Administered, analyzed, appointed, approved, assigned, attained, authorized, chaired, considered, consolidated, contracted, controlled, converted, coordinated, decided, delegated, directed, eliminated, enforced, enhanced, established, executed, generated, headed, hired, hosted, improved, incorporated, increased, initiated, instituted, led, managed, motivated, navigated, organized, originated, oversaw, planned, presided, produced, recommended, scheduled, secured, selected, streamlined, strengthened, supervised, terminated.

Organizational Skills:

Approved, arranged, catalogued, charted, classified, coded, collected, corresponded, distributed, executed, filed, generated, inspected, logged, maintained, monitored, obtained, operated, ordered, purchased, recorded, responded, routed, screened, standardized, updated, validated, verified.

Research Skills:

Analyzed, clarified, collected, compared, conducted, critiqued, detected, determined, diagnosed, evaluated, examined, experimented, explored, extracted, formulated, inspected, interviewed, invented, investigated, located, organized, researched, searched, solved, summarized, surveyed, tested.

Teaching Skills:

Adapted, advised, clarified, coached, communicated, conducted, coordinated, critiqued, developed, enabled, encouraged, evaluated, explained, facilitated, focused, guided, individualized, informed, instilled, instructed, motivated, simulated, taught, tested, trained, transmitted, tutored.



QuickTips

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Technical Skills:

Adapted, applied, assembled, built, calculated, computed, conserved, constructed, converted, debugged, designed, determined, developed, engineered, fabricated, fortified, installed, maintained, operated, overhauled, printed, programmed, rectified, regulated, remodeled, repaired, replaced, restored, specialized, studied, upgraded, utilized.